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To: All Members of the Borough Council

You are requested to attend the meeting of the Charnwood Borough Council to be held in the Virtual Meeting - Zoom on Monday, 18th January 2021 at 6.30 pm for the following business.



Chief Executive

Southfields
Loughborough

15th January 2021

AGENDA SUPPLEMENT

6.3. PAY POLICY STATEMENT 3 - 26

A report of the Personnel Committee, recommending that the Pay Policy Statement for 2021/22 be approved and adopted.

10. QUESTIONS ON NOTICE 27 - 38

To deal with questions on notice, submitted under Full Council Procedure 9.9(a):

Councillors, please send your question, request for position statement or motion on notice to:

Karen Widdowson, Democratic Services Manager

Council Offices, Southfield Road, Loughborough, LE11 2TX
Email: democracy@charnwood.gov.uk

COUNCIL – 18TH JANUARY 2021

Report of the Personnel Committee

ITEM 6.3 PAY POLICY STATEMENT 2021/22

Purpose of Report

To consider a recommendation from the Personnel Committee that the Pay Policy Statement for 2021/22 be approved and adopted.

Recommendation

That the Pay Policy Statement for 2021/22, as set out in Appendix A to the report considered by the Personnel Committee (attached as an appendix), be approved and adopted.

Reason

To ensure that the Council meets its obligations under Section 38 of the Localism Act 2011.

Policy Justification and Previous Decisions

Under Section 38 of the Localism Act 2011, local authorities in England and Wales are required to produce an annual Pay Policy Statement, which must be approved by Full Council and published on the Council's website before the commencement of each financial year.

At its meeting on 12th January 2021, the Personnel Committee considered a report of the Strategic Director, Environmental and Corporate Services setting out the Council's proposed Pay Policy Statement for the period 1st April 2021 to 31st March 2022. The Committee resolved to recommend to Full Council that the Pay Policy Statement for 2021/22 be approved and adopted. The report considered by the Committee, is attached as an appendix.

Implementation Timetable including Future Decisions

If approved by Full Council the Pay Policy Statement will be published on the Council's website either on or before 1st April 2021.

Report Implications

The following implications have been identified for this report:

Financial Implications

There are no financial implications arising from this decision.

Risk Management

There are no specific risks associated with this decision.

Background Papers: Personnel Committee minute 21, 2020/21, 12th
January 2021

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Democratic Services Officer
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Appendix: Pay Policy Statement 2021/22, report of the
Strategic Director, Environment and Corporate
Services, Personnel Committee, 12th January 2021.

PERSONNEL COMMITTEE – 12TH JANUARY 2021**Report of the Strategic Director, Environmental and Corporate Services****Part A**ITEM 8 PAY POLICY STATEMENT 2021/22Purpose of Report

To gain Personnel Committee approval on the Council's Pay Policy Statement covering the period 1st April 2021 to 31st March 2022.

Recommendation

That the Pay Policy Statement for 2021/22, attached at Annex 1, proceed to Full Council for formal approval and adoption.

Reason

To ensure that the Council meets its obligations under Section 38 of the Localism Act 2011.

Policy Justification and Previous Decisions

Under Section 38 of the Localism Act 2011, local authorities in England and Wales are required to produce an annual Pay Policy Statement, which must be approved by Full Council and published on the Council's website before the commencement of each financial year.

Implementation Timetable including Future Decisions

The Pay Policy Statement will be submitted for consideration by Full Council at their next meeting following this Personnel Committee. If approved, the statement will be published on the Council's website either on or before 1 April 2021.

Report Implications

The following implications have been identified for this report

Financial Implications

There are no immediate financial implications arising from this decision.

Risk Management

There are no specific risks associated with this decision.

Background Papers: none

Appendices: Annex 1 – Pay Policy Statement 2021 - 22

Officer to Contact: Simon Jackson
Strategic Director Environment and Corporate Services
Telephone: 01509 634699
Email: simon.jackson@charnwood.gov.uk

Part B

Background

1. On 15th November 2011 the Localism Act received Royal Assent. Under Section 38 of the Act, local authorities in England and Wales are required to produce a Pay Policy Statement for each financial year, which must be approved by Full Council.
2. The statement must set out the Council's policies in relation to:
 - i. The remuneration of its chief officers;
 - ii. The remuneration of its lowest-paid employees; and
 - iii. The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
3. For the purposes of this statement, remuneration includes basic salary, bonuses and other allowances or entitlements related to employment.
4. This is the tenth Pay Policy Statement published by Charnwood Borough Council since the Localism Act was implemented. The Pay Policy Statement for 2021/22 has been consulted on and presented to JMTUM and SLT. Following this meeting of the Personnel Committee the Pay Policy Statement will proceed to Full Council for final approval.
5. The Pay Policy Statement for 2021/22 has been updated to provide a comprehensive and up to date account of the Council's approach to the remuneration of its workforce.
6. The Council is required to publish the Pay Policy Statement for 2021/22 on or before 1st April 2021.

Key Points

7. The proposed Pay Policy Statement attached sets out:
 - The Council's approach to job evaluation and grading of posts;
 - Additional payments that employees are eligible to receive, such as overtime, enhancements etc.
 - The Council's pay multiple (the ratio between the highest paid employee and the median average salary of the Council's workforce), is 5.45.
 - The Council's approach to pay progression, honorariums, market supplements, salary protection and the re-engagement of employees;
 - That there is no distinction between chief officers and other employees in relation to pension benefits and severance payments.
 - Pension Scheme Discretionary Arrangements – Regulation 60 of the LGPS Regulations 2013 (as amended) require each scheme employer to publish and keep under review five policies explaining how it will

apply certain discretions. The pension discretions have been published in accordance with pension requirements.

8. The sections which have been deleted in the Pay Policy Statement for 2021/22 are:

- Broadband scheme following the Council's decision to cease payment of broadband allowances.

9. The sections which have been amended in the Pay Policy Statement for 2021/22 are:

- Amendments to job titles following a service pressure review of SLT and CLT.

Pay Policy Statement 2021/22

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Purpose

As a responsible employer Charnwood Borough Council is committed to delivering a fair, equitable and transparent policy covering pay and other employee benefits which improves flexibility in delivering services and provides value for money.

Within the framework of its terms and conditions of employment, the Council aims to develop and maintain appropriate pay systems and benefit packages to attract and retain motivated, flexible people who take responsibility, work as a team, improve performance and acquire new skills.

This Pay Policy Statement sets out the Council’s policies relating to the pay of its workforce for the period from 1st April 2021 to 31st March 2022, in particular the:

- Remuneration of Chief Officers;
- Remuneration of the lowest paid employees;
- Relationship between the remuneration of chief officers and employees who are not chief officers.

The statement meets the Council's obligations under the Localism Act 2011 and will enable the elected members of the Council to make decisions on pay.

The Council's Pay Policy Statement will be agreed by Full Council before the beginning of each financial year and will then be published on Charnwood Borough Council's website. The statement may also be amended by Full Council during the course of the year if necessary.

Scope

This statement applies to all employees of Charnwood Borough Council employed under the conditions of service of the following bodies:

- National Joint Council for Local Government Services (Green Book);
- Joint Negotiating Committee for Chief Officers of Local Authorities;
- Joint Negotiating Committee for Local Authority Chief Executives;
- Joint Negotiating Committee for Local Authority Craft and Associated Employees (Red Book).

Employees who have TUPE transferred across from other organisations will remain on their existing terms and conditions unless agreed otherwise.

Definitions

For the purposes of this Pay Policy Statement the following definitions will apply:

Remuneration

This includes three elements:

- Basic salary;
- Pension;
- Any other allowances arising from employment.

Chief Officers

Under the Localism Act 2011 a Chief Officer is defined as:

- The head of the Council's paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- Its monitoring officer designated under section 5(1) of that Act;
- A statutory chief officer mentioned in section 2(6) of that Act;
- A non-statutory chief officer mentioned in section 2(7) of that Act;
- A deputy chief officer mentioned in section 2(8) of that Act.

In Charnwood Borough Council this definition would apply to the posts set out in [Appendix A](#).

Lowest Paid Employees

The Council currently employ apprentices who are paid at the applicable apprenticeship rate. Additionally, Joint Negotiating Committee for Craft and Associated Employees (Red Book) apprentices are paid in accordance with the requirements of that agreement.

For all other posts, this refers to employees on Grade A, Pay Point 1. This definition has been adopted as it is the lowest level of remuneration attached to a post within the Council, other than apprenticeship posts.

On 1 April 2013 the Council adopted the Living Wage rate applicable at that time. It was agreed that all pay awards after this date for all spinal column points within the Council, would be in line with the applicable percentage increase of the national pay agreement for local government.

Pay and Grading Structure

The Chief Executive's salary scale has been updated with effect from 1st August 2019 in line with recommendations from the Personnel Committee following a benchmarking exercise conducted by the East Midlands Council. This post sits at the highest level within the officer salary grade and does not have a comparator. As such it is for the Council to determine the salary arrangements for the post without needing to go through a specific job evaluation process.

The grading of all other posts within Charnwood Borough Council is determined using the nationally recognised Hay Job Evaluation Scheme. This is in order to ensure that all posts are graded and therefore rewarded financially through a fair and non-discriminatory process, that there is consistency in treatment between posts and that the Council complies with equal pay legislation. The scheme is an analytical one that takes into consideration three key elements of a post:

- Know How - the levels of knowledge, skill and experience (gained through work experience, education and training) which are required to perform the job successfully;
- Problem Solving - the complexity of thinking required to perform the job when applying Know How;
- Accountability - the impact the job has on the organisation and the constraints the job holder has on acting independently.

The Council follows the NJC national agreement on pay and conditions of service (the Green Book) which includes the use of national pay scales. Advice was taken from Hay during the implementation of the job evaluation scheme in order to determine the relationship between the scoring of posts under the scheme and the relevant pay grade.

However a small number of staff employed under the Joint Negotiating Committee for Local Authority Craft and Associated Employees (Red Book) are paid on a different pay scale, a copy of which is attached at [Appendix B](#).

Basic pay is paid in accordance with the evaluated grade of the post. Each grade comprises a range of scale points. A copy of the Council's pay and grading structure is attached at [Appendix B](#).

Agreement has been reached for the national pay awards for 2020-21 for Chief Executives, Chief Officers and Local Government Services Employees (those on Green Book conditions) and Craftworkers.

The pay award for each group is an increase of 2.75% with effect from 1st April 2020.

A copy of the Council's organisation chart, showing grades of posts, can be found on the [Council's website](#).

Details of senior management remuneration are published annually in the [Council's Statement of Accounts](#) which are available on the website.

The 'pay multiple' - the ratio between the highest paid salary (Chief Exec scale - points CEX 1 to CEX 4) and the median average salary of the Council's workforce is 5.45.

Remuneration on Appointment

All employees are usually appointed to the minimum scale point applicable to the grade of the post. Managers have discretion in some circumstances to appoint to a higher scale point, subject to the maximum of the grade.

Full Council will be given the opportunity to consider remuneration packages over £100,000 per annum (including salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment) before new posts are established and advertised.

Market Premia

There is provision for the award of a market premium (i.e. a temporary additional payment) where it can be shown that the salary level of a job is having an adverse impact on the Council's ability to recruit and retain the appropriate calibre of employee into a post. The award of a market premium is subject to the agreement of the relevant Strategic Director. If approved, market premia are awarded for a maximum period of three years. It is anticipated that market premia will be awarded on very limited occasions. Details of the scheme can be found in the Council's Market Premia Policy and Procedure.

Incremental Progression

Chief Officers

Progression through the pay grade for Chief Officers is dependent on them achieving set criteria and objectives which are agreed at the officer's annual Performance Development Review. Progression through the Chief Executive's grades will be dependent on an annual performance review if not appointed at the top grade, as with other chief officers.

Other Employees

Subject to satisfactory service, employees covered by the conditions of service of the National Joint Council for Local Government Services and the Joint Negotiating Committee for Local Authority Craft and Associated Employees are eligible to receive annual increments on 1st April each year until they reach the maximum scale point for the grade of their job. If the employee's start date is between 1st October and 31st March then their first increment will be paid after completing 6 months in post. Any subsequent increments, until the maximum of the grade is reached, will be paid on 1st April thereafter.

The Joint Negotiating Committee for Local Authority Craft and Associated Employees operates a system of progression through the grade, which is subject to performance related criteria.

Enhancements

From 1 January 2014 the Council agreed a change in rate of enhancement for evening, weekend and bank holiday working for employees at Grade E and below. Employees required to work on Saturdays, Sundays and Bank Holidays as part of their normal working week will be recompensed at time and a quarter for evenings and Saturdays, and time and a half for Sundays and Bank Holidays.

Overtime Payments

'Overtime' is defined as hours worked in excess of 37 per week. However, part-time employees are entitled to the additional hours enhancements in circumstances in which full-time employees in the establishment would qualify. Employees in posts graded up to Grade E who work additional hours are eligible to receive payment at double time rate for hours worked on Sundays, bank holidays or extra statutory days and time and a half for hours worked at any other time.

Employees in posts graded SO1 and above, who work additional hours are not eligible for payment, but may receive time off in lieu.

Heads of Service are also authorised to make payments, within existing budgets, for overtime to employees graded SO1 to PO4 for time limited projects of a non-repetitive nature as follows:

- (a) Plain time up to an agreed maximum number of hours for a particular project and over a certain number of weeks/months; or
- (b) A lump sum to cover completion of a particular project by an agreed deadline.

Where the payment of a lump sum is agreed in accordance with (b) above, it should not be made in full unless the project is completed by the due date and that provision for claw back considered for inclusion in the scheme. Payments for overtime cannot be authorised retrospectively.

Overtime and Additional Hours Holiday Pay

Claims for overtime or additional hours (for part time employees) will receive an appropriate uplift rate for the hours worked. This increase is calculated on the relevant hourly flat rate.

Example – if you work for 2 hours overtime @ time plus ½ you will receive 3 hours pay. The appropriate uplift rate will be added to 2 hours of that pay only as the flat rate element of pay.

Additional hours which have been agreed on a temporary basis as a variation to contract will not attract this uplift. The annual leave entitlement will be increased for the period that an employee works these additional hours.

Other Allowances

All Chief Officers receive allowances as detailed in the Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities and the Joint Negotiating Committee for Local Authority Chief Executives. However, where these conditions are silent or do not cover an allowance or process, the Chief Officer / Chief Executive will receive the same as those employees covered by the National Joint Council for Local Government Services.

Copies of the conditions of service for all employees covered by this statement can be requested from the [Local Government Employers website](#).

Essential Car User

Posts that are designated as essential car user, including those of Chief Officers, receive a monthly allowance and are eligible to claim mileage allowances as per the NJC Conditions of Service.

Professional Fees

The Council will pay the annual fee for membership of a professional body if it is considered an essential requirement of the employee's post.

First Aid Allowances

Employees who are classified as a 'designated first-aider' are eligible to receive an allowance.

Standby and Call-Out Payments

Employees who are required to provide out of hours responsibilities or work for essential services that they undertake are eligible to receive a standby and call out, standby and advisory or emergency contact scheme payment. Employees graded at PO1 or above will not normally receive payment, unless there is a requirement for them to participate in a formal regular Standby and Call Out or Standby and Advisory Scheme arrangement. Those graded at JNC A or above are expected to respond as part of their role and will not receive any additional payments. Details of the scheme can be found in the Council's Policy for Standby and Call-Out, Standby and Advisory, and Emergency Contact Scheme Policy and Procedure.

Emergency Planning

Employees who volunteer to respond in emergency situations are eligible to receive a payment.

Subsistence

Employees who are eligible to claim subsistence do so in accordance with the rate agreed locally for subsistence.

Bonus Payments

The Council does not pay any group of employees a bonus.

Pension Benefits

All employees under the age of 75 are eligible to join the Local Government Pension Scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on www.leics.gov.uk/pensions.

The scheme allows for the exercise of discretion by employers. A copy of the Council's approach to these discretionary regulations can be found at [Appendix C](#). The Council will consider each case on its merits, but has determined that its usual policy is not to enhance benefits for any of its employees.

The scheme provides for flexible retirement. To be eligible to request flexible retirement, the Council normally requires that an employee either reduce their working hours by a minimum of 40% and/or be appointed to a post on a lower grade. In applying this provision no distinction is made between employees.

Under the Local Government Pension Scheme there is no abatement (i.e. reduction or suspension) of pensions for employees who return to work after drawing their pensions except in the circumstance where they have previously been awarded "added years".

Honoraria

Subject to certain conditions, employees who are temporarily required to undertake some or all of the duties of a higher graded post are eligible to be paid an honorarium. Details of the scheme can be found in the Council's Honoraria and Acting-Up Policy and Procedure.

Salary Protection

Employees are eligible to receive salary protection for a period of up to three years if they are redeployed into a lower-graded post. Details of the provisions can be found in the Council's Organisational Change Policy and Procedure.

Severance Payments

Early Retirement (Efficiency of Service)

The Council has discretionary provisions for employees to seek early retirement on the grounds of efficiency of service. Details of the scheme can be found in the Council's Retirement Policy and Procedure.

Redundancy

The Council has a single redundancy scheme which applies to all employees. Redundancy payments are calculated in accordance with the Employment Rights Act 1996 and the 2006 Discretionary Compensation Regulations and are based on the employee's age, length of continuous local government service and salary. The payment mirrors the statutory table but provides a multiplier of 2. Details of the redundancy scheme can be found in the Council's Organisational Change Policy and Procedure.

Employees have the option of using their redundancy payment, in excess of the statutory redundancy payment, to purchase a period of membership in the Local Government Pension Scheme. The amount of membership purchased by the cash sum will vary depending on the age of the employee and the number of years' service.

The Council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued annual leave.

Employees who have TUPE transferred into the Council on redundancy terms which are more favourable than those details above will retain these provisions as per TUPE legislation.

The Restriction of Public Sector Exit Payments Regulations 2020 came into force on 4 November 2020 and they impose a £95,000 cap on exit payments to employees in local government.

Re-Engagement of Employees

Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustments to pension would be made in accordance with the scheme regulations.

Employees who are offered another post with the Council, or another employer covered by the Redundancy Modifications Order, prior to their redundancy leaving date and commence this post within 4 weeks of that date are not eligible to receive their redundancy payment.

Election Duties

The Chief Executive receives additional payments as the Returning Officer (or equivalent) for elections taking place within the Borough, to which role he has been appointed by the Council. These payments are funded by the organisation responsible for each election, which can include the Borough Council, County Council, Parish and Town Councils, and the Government.

Election fees and expenses for Borough, Town and Parish Council elections are agreed annually by Full Council. For other elections, the scale of fees and expenses is specified by the relevant organisation.

The Chief Executive may also, on appropriate occasions, require officers, which may include Chief Officers, to undertake Deputy Returning Officer roles and other election duties. They will be remunerated for undertaking these roles.

Publication and Access to Information

This Pay Policy Statement will be published on the Council's website, together with the Council's pay and grading structure and information relating to senior management remuneration.

Appendix A - Charnwood Borough Council's Chief Officers

<u>POST TITLE</u>
Chief Executive
Community, Planning and Housing
Strategic Director – Community, Planning and Housing
Head of Strategic and Private Sector Housing
Head of Landlord Services
Head of Planning and Regeneration
Head of Regulatory Services
Head of Neighbourhood Services
Environment and Corporate Services
Strategic Director – Environment and Corporate Services
Head of Finance and Property Services
Head of Customer Experience
Head of Strategic Support
Head of Cleansing and Open Spaces
Commercial Development, Asset and Leisure
Strategic Director – Commercial Development, Asset and Leisure
Head of Leisure and Culture

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Appendix B - Pay and Grading Structure

Annual Salaries and Hourly Rates from 1 April 2020

Grade	SCP	Annual Salary	Hourly Rate	Monthly	Wkly
A	1	17842	9.2480	1486.83	342.18
	2	18198	9.4325	1516.50	349.00
	3	18562	9.6212	1546.83	355.98
B	4	18933	9.8135	1577.75	363.10
	5	19312	10.0099	1609.33	370.37
	6	19698	10.2100	1641.50	377.77
	7	20092	10.4142	1674.33	385.33
C	8	20493	10.6221	1707.75	393.02
	9	20903	10.8346	1741.92	400.88
	10	21322	11.0518	1776.83	408.92
	11	21748	11.2726	1812.33	417.08
D	12	22184	11.4980	1848.58	425.43
	13	22627	11.7282	1885.58	433.94
	14	23080	11.9630	1923.33	442.63
	15	23541	12.2019	1961.75	451.47
	16	24012	12.4461	2001.00	460.50
E	17	24491	12.6843	2040.92	469.69
	18	24982	12.9488	2081.83	479.11
	19	25481	13.2075	2123.42	488.68
	20	25991	13.4718	2165.92	498.46
SO1	21	26511	13.7414	2209.25	508.43
	22	27041	14.0161	2253.42	518.59
	23	27741	14.3789	2311.75	532.02
SO2	24	28672	14.8615	2389.33	549.87
	25	29577	15.3305	2464.75	567.23
	26	30451	15.7836	2537.58	583.99
PO1	27	31346	16.2475	2612.17	601.16
	28	32234	16.7077	2686.17	618.19
	29	32910	17.0581	2742.50	631.15
	30	33782	17.5101	2815.17	647.87
PO2	31	34728	18.0004	2894.00	666.02
	32	35745	18.5276	2978.75	685.52
PO2	33	36922	19.1377	3076.83	708.09
	34	37890	19.6394	3157.50	726.66
	35	38890	20.1577	3240.83	745.84

Grade	SCP	Annual Salary	Hourly Rate	Monthly	Wkly
JNC A	50	48919	25.3560	4076.58	938.17
	51	50178	26.0086	4181.50	962.32
	52	51424	26.6544	4285.33	986.21
	53	52684	27.3075	4390.33	1010.38
JNC B	54	53941	27.9591	4495.08	1034.48
	55	55189	28.6059	4599.08	1058.42
	56	56571	29.3223	4714.25	1084.92
	57	57943	30.0334	4828.58	1111.24
JNC C	58	60233	31.2204	5019.42	1155.15
	59	61593	31.9253	5132.75	1181.24
	60	62969	32.6385	5247.42	1207.62
	61	64331	33.3445	5360.92	1233.75
JNC D	62	69178	35.8568	5764.83	1326.70
	63	70903	36.7509	5908.59	1359.78
	64	72634	37.6481	6052.83	1392.98
	65	74364	38.5448	6197.00	1426.16
JNC E	66	76088	39.4384	6340.67	1459.22
	67	77840	40.3465	6486.67	1492.82
	68	79119	41.0095	6593.25	1517.35
	69	81345	42.1633	6778.75	1560.04
Chief Executive	CEX1	128438	66.5728	10703.17	2463.19
	CEX2	133575	69.2355	11131.25	2561.71
	CEX3	138713	71.8986	11559.42	2660.25
	CEX4	143850	74.5613	11987.50	2758.77
Skills Group 1	17	24491	12.6943	2040.92	469.69
	20	25591	13.4718	2165.92	498.46
	25	29577	15.3305	2464.75	567.23
Skills Group 2	17	24491	12.6943	2040.92	469.69
	19	25481	13.2075	2123.42	488.68
	22	27041	14.0161	2253.42	518.59
Skills Group 3	14	23080	11.9630	1923.33	442.63
	15	23541	12.2019	1961.75	451.47
	20	25991	13.4718	2165.92	498.46

	36	39880	20.6709	3323.33	764.82
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PO3	37	40876	21.1871	3406.33	783.92
	38	41881	21.7080	3490.08	803.20
	39	42821	22.1953	3568.42	821.22
	40	43857	22.7322	3654.75	841.09

PO4	41	44863	23.2537	3738.58	860.39
	42	45859	23.7699	3821.58	879.49
	43	46845	24.2810	3903.75	898.40

Skills Group 4	7	20092	10.4142	1674.33	385.33
	8	20493	10.6221	1707.75	393.02
	9	20903	10.8346	1741.92	400.88

Levels of Apprenticeship	NJC Salary	
Intermediate	Year 1 Year 2 to completion	NMW Rate for 18 – 20 year olds Appropriate NMW age rate for those aged 21 and above
Advanced	Year 1 Year 2 to completion	NMW Rate for 18 – 20 year olds Appropriate NMW age rate for those aged 21 and above
Higher	Year 1 Year 2 to completion	NMW Rate for 18 – 20 year olds Spinal column points 1 – 4 (Grade A scp 1 – 3 and Grade B scp 4) with annual incremental progression
Degree	Year 1 Year 2 to completion	NMW Rate for 18 – 20 year olds Spinal Column points 4 – 7 (Grade B) with annual incremental progression

The rates for Apprentices appointed under the Joint Negotiating Committee for Local Authority Craft and Associated Employees (Red Book) are in accordance with that agreement.

Local Government Pension Scheme (LGPS) Regulations Policy Statement on all Eligible Employees

Under Regulation 60 of the LGPS Regulations 2013, (as amended), each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.

This statement is applicable to all employees of Charnwood Borough Council who are eligible to be members of the LGPS.

The Council is required to publish the following five policies.

LGPS Regulations – Regulation 31: Power of employer to award additional pension

Explanation and Employer's Policy

An employer may resolve to award a member additional pension of not more than £6,500 (figure as at 1 April 2014) a year within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.

The Council will not normally agree to award an additional pension under this regulation

LGPS Regulations 2013 – Regulation 16(2)(e) and 16(4)(d) : Funding of additional pension contributions (shared cost)

Explanation and Employer's Policy

An active member in the main section of the scheme who is paying contributions may enter into arrangements to pay additional pension contributions (APCs) by regular contributions of a lump sum.

Such costs may be funded in whole or in part by the member's Scheme employer.

The employer will need to determine a policy on whether it will make a contribution towards the purchase of extra pension.

This does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a shared cost APC to cover the amount of pension "lost" during that period of absence. In these cases the employer MUST contribute 2/3rds of the cost (Regulation 15(5) of the LGPS Regulations 2013.

The Council has not adopted this discretion.

LGPS Regulations 2013 – Regulation 30 (6):Flexible Retirement

Explanation and Employer's Policy

An active member who has attained the age of 55 or over who reduces working hours or grade of an employment may, with the Scheme employer's consent, elect to receive

immediate payment of all or part of the retirement pension to which that member would be entitled in respect of that employment if that member were not an employee in local government service on the date of the reduction in hours or grade, adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.

The Council has agreed to release pension where there is no costs and not to waive any reduction.

Members must reduce their hours by a minimum of 40% and/or reduce their grade.

The Council may however allow the release of pension where there is a cost or waive reduction in a potential redundancy situation, where a reduction may occur through redeployment, or in other exceptional circumstances supported by a business case.

LGPS Regulations 2013 – Regulation (paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Switching on rule of 85

Explanation and Employer's Policy

A member who has not attained normal pension age but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.

In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before NPA.

The employer has the discretion to "switch on" the 85 year rule for such member (paragraph 1 (1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.

If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age NPA would have to be met by the employer.

The Council will not apply either discretion.

LGPS Regulations 2013 – Regulation (paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Waiving of actuarial reduction

An employer has the discretion, under a number of retirement scenarios, to waive actuarial reductions on compassionate grounds. The cost of which would fall upon the employer. "Compassionate grounds" is not defined in the regulations.

The Council will not apply this discretion, unless there are exceptional circumstances.

The Personnel Committee and the Director involved will consider any cases and will decide whether the actuarial reductions should be waived. In all cases the financial

position of the Charnwood Borough Council must be considered.

Under Regulation 66 of the LGPS Administration Regulations 2008, (as amended), each scheme employer must publish and keep under review a statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.

LGPS Benefits Regulations - Regulation 30: Early payment of retirement benefits at the member, or former members request

Explanation & Employer's Policy

A scheme member or former member can request that the Employer grant early retirement between 55 & 60 years old.

It is possible that, where a member's pension is introduced early, these benefits will be reduced. The reduction is calculated in accordance with guidance issued by the Government Actuary. As an employer you may determine not to apply any reduction.

The Council will not consider the premature retirement of an employee except on compassionate grounds. To qualify for consideration, an employee must be entitled to a pension under the LGPS. The Council will not consent to a request for early retirement where capital costs are applicable unless there are exceptional circumstances. The Council will, in principle, consider a request for early retirement as an application of early retirement arising from redundancy where the request would result in the same cost, a lower cost, or nil cost to the Council. In all cases, early retirement will only be considered when supported by a justifiable business case.

LGPS Benefits Regulations - Regulation 18: Requirements as to time of payment (Flexible Retirement)

Explanation & Employer's Policy

A member who is 55 or over, and with their employer's consent, reduces their hours and/or grade can, but only with the agreement of the employer, make an election to the administering authority for payment of their accrued benefits without having retired from employment. It is possible that, where a member's pension is introduced early, these benefits may be reduced. The reduction is calculated in accordance with guidance issued by the Government Actuary. As an employer you may determine not to apply any reduction.

Whilst a request which result in a cost to the Council will generally not be approved there may be instances where granting flexible retirement will enable departments to review their requirements, e.g. succession planning, managerial or specialist skills development, or ultimately achieve other efficiency savings through staff movement/structure changes etc. That is to say, there must be a significant organisational benefit to the Council.

In considering any request for flexible retirement the following business reasons are to be taken into account:

- Cost to the Council in releasing the scheme member's pension
- Requirement/ability to recruit to the vacated hours or grade
- Additional costs as a result of recruitment/training to the vacated hours or grade

- Capacity to re-allocate work amongst co-workers
- Impact on service delivery and work performance
- Suitability of individual's proposed working arrangements, i.e. days, hours etc.

This scheme will not apply where there are formal conduct or performance issues and the appropriate procedures should be invoked in those circumstances.

LGPS Administration Regulations – Regulation 25 (3) and LGPS Benefits Regulations – Regulation 15 (3): Shared Cost Additional Contribution Facility

Explanation & Employer's Policy

This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.

The Council has not adopted this discretion. This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions.

LGPS Benefits Regulations - Regulation 12: Augmentation (increase of scheme membership)

Explanation & Employer's Policy

An employer may resolve to increase the total membership of an active member.

The Council has not adopted this discretion. This decision does not affect the discretion available to the employer to allow a scheme member to convert a lump sum discretionary payment using the augmentation factors. (See Early Termination of Employment Discretionary Compensation).

LGPS Benefits Regulations - Regulation 13: Power of employer to award additional pension

Explanation & Employer's Policy

An employer may resolve to award a member additional pension of not more than £5000 a year payable from the same date as his pension payable under any other provisions of these Regulations. Additional pension may be paid in addition to any increase of total membership resolved to be made under regulation 12.

The Council has not adopted this discretion.

The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

New provisions provide local government employers with the powers to consider making a one off lump sum payment to an employee which must not exceed 104 week's pay. The regulations no longer provide for the award of compensatory added years.

This statement is applicable to all employees of Charnwood Borough Council who are eligible to be members of the LGPS.

Regulation 5: Power to increase statutory redundancy payments

Explanation & Employer's Policy

The Employer may decide to calculate a redundancy payment entitlement as if there had been no limit on the amount of a week's pay used in the calculation.

The Council has decided to adopt this discretion and base redundancy payment calculations on an unrestricted week's pay.

Regulation 6: Discretionary Compensation

Explanation & Employer's Policy

A "one off" lump sum compensation payment may be awarded to an employee up to a maximum value of 104 weeks' pay, inclusive of any redundancy payment made. If the above Regulation is adopted, employees who are members of the LGPS can be given the option of converting compensation payments, (less the statutory redundancy payment), into additional pensionable service, in accordance with the augmentation factors provided by the authority. An employer should specify whether they intend to provide this option.

Employees who have been continually employed for two years or more by members of the modification order will receive a redundancy payment. The payment is based on the statutory formula with a multiplier X 2 applied. The maximum number of weeks an individual can receive is 60 weeks. Employees have the option of using their redundancy payment, in excess of the statutory redundancy payment, to purchase a period of membership in the LGPS.

COUNCIL – 18TH JANUARY 2021

ITEM 10 QUESTIONS ON NOTICE

10.1 Councillor J Bradshaw – Leisure Centre Usage and Income

Can the Lead Member please provide the last two years (prior to Covid-19) user figures for each of the following centres plus the income received for each of the same two years? Can the number of Users and income for 2020 also be provided please for each of the Leisure Centres?

1. Loughborough Leisure Centre
2. South Charnwood Leisure Centre
3. Soar Valley Leisure Centre

The Leader or his nominee will respond:

The Council's Leisure Centres are operated on behalf of the Council by Fusion-Lifestyle Ltd. The following information is taken from Fusion's management reports broken down by Leisure Centre for the three years 2018-19, 2019-20 and 2020-21 - the current financial year. In 2018-19 Fusion reported income totalling £4,054,868, with participation totalling 1,045,359.

In 2019-20 income of £4,054,447 was generated with participation of 1,004,356.

2020-21 has been impacted by the Covid-19 pandemic with centres closed from late March to early August with Loughborough opening again in mid-September. The Centres after operating in Tier 3 and then Tier 4 are now currently closed due to the national lockdown.

The income shown in 2020-21 includes the approved subsidy payments the Council has made to Fusion to support the recovery from August 2020. The figures only cover to the end of November 2020. Currently income totals £627,149 with participation of 65,056.

A table (below) has been provided to summarise the income and participation figures for each Leisure Centre as well as income that has not been attributed to a specific Leisure Centre. In 2018/19 non centre-specific income totalled £22,857, and in 2019-20 £17,806. In 2020/21 the non-centre-specific income totals £226,543 - this includes agreed Council subsidy payment to Fusion to support business recovery.

Table: Leisure Centres Income and Participation 2018-19 to 2020-21

2018-19	Loughborough	Soar Valley	South Charnwood	Non centre specific Income	Total
Income	£1,672,237	£1,478,774	£881,000	£22,857	£4,054,868
Participation	418,306	401,747	225,306	-	1,045,359

2019-20	Loughborough	Soar Valley	South Charnwood	Non centre specific Income	Total
Income	£1,627,656	£1,497,076	£911,909	£17,806	£4,054,447
Participation	379,416	401,566	223,374	-	1,004,356

2020-21 April to Nov*	Loughborough	Soar Valley	South Charnwood	Non centre specific Income	Total
Income	£91,100	£191,095	£118,411	£226,543**	£627,149
Participation	16,516	29,325	19,215	-	65,056

*Covers to November only, SV & SC opened in Aug, LLC in mid-September 2020

**Includes agreed Council subsidy payment to Fusion to support recovery

10.2 Councillor Draycott – Staff Sickness

Could the Leader inform Council of the staff sickness figures for 2020 to date with breakdown of reasons, and the figures and reasons for the previous year (before Covid-19)?

The Leader or his nominee will respond: (Cllr Smidowicz)

Generally, there has been a reduction in the level of staff sickness between March to December 2020 and the same period the previous year.

This is across all illness types but most notably for Cold, influenza, viral infections and stomach ailments which are consistently the most common causes of illness.

Stress and depression is higher in 2020 than in 2019, therefore this is an area to review in more detail. The attached appendix sets out the detailed breakdown.

10.3 Councillor Draycott – Open Spaces

Would the Leader/Cabinet Lead Member inform Council how they see the importance of Open Space in the Borough and how it should be protected?

The Leader or his nominee will respond:

The Council approved the current Open Spaces Strategy 2018-2036 in January 2019. The strategy sets out how the Borough's Open Spaces will be protected. A copy of the document can be found here: https://www.charnwood.gov.uk/files/documents/open_spaces_strategy_2019/Open%20Spaces%20Strategy%2C%202019.pdf

This question may have been prompted by the recent tree planting activity at Charnwood Water. Please find my response to this issue below.

550 trees have been planted at Charnwood Water as part of the Council's Corporate Strategy (2020 -2024) pledge to develop and improve its open spaces and to ensure 100,000 trees are planted within the Strategy period. Charnwood Water is a valuable area of designated semi-natural open space and as such its primary purpose is wildlife conservation, biodiversity and environmental education and awareness. The site is an important area of open space in terms of biodiversity and its potential to have a positive impact on climate mitigation e.g. improved air quality and flood risk mitigation is recognised. I recognise that Charnwood Water is an important amenity area that residents enjoy for recreation and leisure activities. The Council seeks to ensure a balance between these, sometimes conflicting, uses and provide an area that contributes to people's overall health and well-being. This includes benefits to physical and mental health through recreation and social activity, but also the positive impact on health of improved environmental quality associated with tree planting and the role this has in reducing pollution and improving air quality.

The planting extends and enhances existing tree planted areas whilst still leaving large open grassed areas for informal recreation and access for those people who wish to take an alternative route to that of the surfaced track adjacent to the water. All principle routes are fully open and unobstructed.

The new areas of tree planting are a significant distance away from housing and given the existing screen of mature trees to the west and north there will be little to no visual impact on residents on Leicester Road, Naylor Avenue or Hayward Avenue.

Loughborough Hastings Ward is ranked the fourth lowest Loughborough ward for tree canopy cover at 11.08% canopy cover per Km². This is compared to the combined Loughborough total of 14.96%, a Charnwood District combined total of 12.93% and National average

of 16%. The Council is committed to planting trees in areas with lower than average canopy cover. Charnwood Water is a site that can positively contribute towards this objective.

10.4 Councillor Parton – Digital High Street

Please would the Lead member outline what the digital offer, both in terms of online shopping and social media assistance, is in place for Loughborough Town Centre Businesses? In particular:

1. Number of website visitors in December
2. Number of purchases
3. Number of Business signed up to the Shop Local Website.

The Leader or his nominee will respond:

The Shop Local in Charnwood site is a new initiative to support local businesses, giving them an opportunity to sell products or be listed as a directory on a digital high street.

Love Loughborough has a similar site (shop.loveloughborough) which was launched on November 24, 2020 but just for businesses in Loughborough. The Charnwood site covers the whole borough and was launched November 19, 2020

It is predominately the role of the BID and individual shops to deliver initiatives of this nature. However, due to the impact of the COVID pandemic and short-term funding being available to support such a scheme, the Council has developed The Shop Local site to provide Charnwood businesses with a similar opportunity to that provided by Loughborough BID.

Residents can continue to shop local and safely by shopping online via the site and using delivery or click & collect options. Some businesses have opted to just be listed on the site at present so it can also be used as a directory, enabling customers to click through to the business's own site, check their opening hours or find them on a map.

Who can sign up?

All Charnwood businesses can sign up the Shop Local in Charnwood site and Loughborough businesses can sign up to shop.loveloughborough and/or the Charnwood site. All they need is an email address and a device to upload their products. There is ongoing support available, including online tutorials and zoom training sessions.

It can benefit businesses whether they are:

- *A small business wanting to take that next step and sell online.*
- *A business with a small online presence but could benefit with more exposure.*
- *Already have a successful online site but would like to be listed*

as a local business on a virtual high street.

Sign up is free and there is great support available through We Are Locals, The Council and Love Loughborough. The Videos and promotional posts have been featured on the CBC and Love Loughborough social pages.

The Council is planning to cover the costs of the Shop Safe Shop Local in Charnwood site using allocated funds in the Reopening the High Streets Safely Fund.

Figures for Shop Local in Charnwood

Number of website visitors in December:

- 361 users

Number of purchases:

- £40 in sales from 4 orders.

Number of business signed up to the Charnwood site:

- 79 businesses in total.
- 39 - Signed up only
- 12 - Page Live - awaiting products
- 16 – Listed as directory
- 12 - Products listed

Figures for shop.loveloughborough

Number of website visitors in December:

- 712 users

Number of purchases:

- £399.50 in sales from 13 orders.

Number of Business signed up to the Shop Local Website:

- 45 business sign-ups

10.5 Councillor Parton – Rough Sleeper Provision

Please would the Lead member state how many people Charnwood has currently registered homeless and therefore living in temporary accommodation? Would the Lead Member please outline what assistance is being provided to these people?

The Leader or his nominee will respond:

The current position is that the Council have 28 placements, 25 in Bed and Breakfast, (24 are singles and 1 family/pregnant) and 3 singles on the emergency beds the Council procured with Falcon Centre.

The breakdown of the singles:

- 1 Everyone in
- 15 Clinically Extremely Vulnerable/Clinically Vulnerable – following change in guidance and the end of Everyone in
- 8 Severe Weather Emergency Placements (SWEP) (which includes some who have previously lost accommodation from Everyone in and are the Council do not owe a duty)

SWEP has been in operation providing accommodation since the 29th December 2021, 9 placements made and 8 stayed, 1 resident did not take up the accommodation, we will be keeping this provision under review.

The Council led on a collaborative bid for funding across the County and received £329,000. This includes funding for:

- Extended emergency accommodation - £210,908*
- Supported accommodation - £ 53,735*
- Private rented sector/reconnection incentives - £ 45,300*
- Support staff - £ 20,000*

The longer term move on accommodation was a Charnwood only bid. The Council have been allocated £350,000 capital and £236,487 for support for a 3-year period, for the:

- Purchase and repurpose of a 7-bed house to a 5-bed house with ensembles to be used as supported accommodation.*
- Support will be provided by a partner agency to prepare rough sleepers to be tenancy ready before moving onto permanent accommodation.*
- The purchase of 2 x 1-bedroom units to be used for move on accommodation from emergency accommodation for those rough sleepers who are tenancy ready on fixed term tenancies.*

For the capital element of the bid the Council are asked to match fund.

10.6 Councillor Parton – HMO Bin Provision

Please would the Lead Member explain how Charnwood will change its policy, in order to allow all HMOs to have at least two green bins and what steps it will take to ensure that the policing (extra manpower) of such bin management at HMOs can be increased?

The Leader or his nominee will respond:

The Councils existing Waste Collection Policy (https://www.charnwood.gov.uk/files/documents/waste_collection_policy/Waste%20Collection%20Policy%202020.pdf) states the following with regard to HMO's: _

3. Multi Occupancy Properties

3.1. Properties that have multiple occupancy (flats or apartments) will be provided with containers that are suitable to the size of the property and the storage area available. These containers can vary in size but will usually be 1100 litre bins or similar however, individual assessments will be made by the Council.

3.2. All multiple occupancy properties shall receive the same alternate weekly collection service as other single occupancy properties in the Borough including recycling services.”

Assessments are made on a case by case basis to ensure that each household has enough capacity for the number of residents living in the property. It is not always feasible to issue two wheelie bins for increased recycling capacity due to the amount of outside space available at the address. Regular monitoring of streets with a high proportion of HMO’s takes place to ensure that wheelie bins are being used, and are stored, correctly. Any issues identified are taken up with the occupants and resolved.

10.7 Councillor Miah – Loughborough Town Deal Bid

What is the current situation regarding the Loughborough Town Deal bid?

The Leader or his nominee will respond:

The initial appraisal of the Loughborough Town Deal Town Investment Plan by MHCLG has led to the Town Deal Board being advised to clarify, strengthen and simplify some aspects of the plan. This is all part of the Town Deal assessment process. The Board will be considering a draft of the amended TIP at its meeting on 22nd January 2021.

The original timetable has been extended as a consequence, but it was not unexpected or unreasonable that Government could ask for some amendments, given that the funding requested is in excess of the £25 million benchmark. We anticipate being able to submit a stronger TIP having now had the benefit of feedback from Government.

The Town Deal Board will submit a refreshed TIP in February 2021 having addressed the feedback from Government and after seeking the views of the Member Reference Group and the Consultation and Community Engagement Group on the revised proposals.

QUESTIONS ON NOTICE TO COUNCIL – PROCEDURE

- Councillors are required to submit a question on notice in writing by 12noon on the sixth working day prior to Council, the title of the question is published on the Council Agenda.
- Questions and responses will be published at the end of the previous working day (usually the Friday prior to a Council meeting on a Monday) and will be available at the Council meeting for Councillors, the press and the public.
- After the questions and responses are published **Councillors may indicate that they wish to ask a supplementary question by noon on the day of the Council meeting.**
- The Mayor will invite those Councillors who have indicated that they wish to do so to ask a supplementary question.
- The Leader (or relevant Lead Member on behalf of the Leader) or Chair of the Committee is able to respond.
- The total time each person can speak on a single question is time limited.

Reason	Mar-19	Apr-19	May-19	Jun-19	Jul-19
Back and spinal disorders	2	4	4	4	2
Cancer Related	1	2	2		
Chest/Respiratory	3	2	1	3	1
Cold, influenza, viral infections	18	10	9	10	12
Disability Related	1			1	
Ear, Eye, Nose and Mouth	1		5	3	1
Genito-urinary conditions	1	1	2	3	3
Heart conditions	0				1
Miscellaneous/Other	3	3	4	3	5
Neurological	5	3	6	3	5
Operations and recovery	9	3	6	5	5
Other Muscular-Skeletal disorder	4	3	1	1	2
Pregnancy related	1	3	5	1	2
Stomach ailments	10	13	11	12	12
Stress/Depression	5	3	4	3	4
Swine Flu	0				
Self-Isolating - Coronavirus Diagnosed					
Self-Isolating - Coronavirus Symptoms - Undiagnosed					
Total	58	42	53	45	52

Reason	Mar-20	Apr-20	May-20	Jun-20	Jul-20
Back and spinal disorders		1	3	4	
Cancer Related	1				
Chest/Respiratory	3				
Cold, influenza, viral infections	23	3	2	2	4
Disability Related	1	1	1	1	1
Ear, Eye, Nose and Mouth	2		1	1	1
Genito-urinary conditions					1
Heart conditions					
Miscellaneous/Other	2	5		5	2
Neurological	2	4	5	3	8
Operations and recovery	3	2	1		
Other Muscular-Skeletal disorder	3		1	1	3
Pregnancy related	2	1			2
Stomach ailments	3	1	1	6	4
Stress/Depression		12	9	7	6
Swine Flu					
Self-Isolating - Coronavirus Diagnosed	1	1			
Self-Isolating - Coronavirus Symptoms - Undiagnosed	30	22		1	1
Total	76	53	24	31	33

Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	
2		4			
			1	1	
1	1	4	2	1	
5	24	30	39	28	
		2	1	1	
1	2	3	6	4	
1	1				
1		2			
5	12	7	5	6	
4	6	5	3	2	
5	5	6	6	3	
1	3	5	3	3	
1		1	1	1	
8	19	9	12	8	
4	8	1	4	6	
36	80	71	80	62	579

Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	
	1	1	4	1	
1			2	2	
1	5	4	3	2	
1	1	1	1	1	
1	2	4	1	1	
1	2	1	3		
4	4	1	5	2	
2	6	6	2	3	
	2	3	3	3	
2	3	6	5	2	
1	2				
2	4	5	2	6	
5	5	4	5	5	
	2	3	5	1	
		4	1		
21	39	43	42	29	391

	Long Term	Short Term	Day Lost per FTE		Long Term	Short Term	Day Lost per FTE	Less or More FTE than 2019
Mar-19	59.47	165.87	0.61	Mar-20	145.64	298.3	1.24	More
Apr-19	30.38	167.26	0.58	Apr-20	196.58	170.5	0.84	More
May-19	49.27	138.29	0.53	May-20	114.74	63.88	0.41	Less
Jun-19	46.07	112.84	0.52	Jun-20	73.45	117.35	0.44	Less
Jul-19	41.91	151.58	0.39	Jul-20	91.09	113.51	0.48	More
Aug-19	55.97	138.36	0.49	Aug-20	83.91	60.26	0.34	Less
Sep-19	59.2	173.25	0.63	Sep-20	37.72	125.97	0.39	Less
Oct-19	111.01	246.62	0.78	Oct-20	64.89	156.19	0.52	Less
Nov-19	94.14	283.72	0.89	Nov-20	91.28	189.57	0.66	Less
Dec-19	50.04	147.78	0.77	Dec-20	144.22	51.62	0.46	Less

Reason	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Back and spinal disorders	2	4	4	4	2	2		4		
Cancer Related	1	2	2						1	1
Chest/Respiratory	3	2	1	3	1	1	1	4	2	1
Cold, influenza, viral infections	18	10	9	10	12	5	24	30	39	28
Disability Related	1			1				2	1	1
Ear, Eye, Nose and Mouth	1		5	3	1	1	2	3	6	4
Genito-urinary conditions	1	1	2	3	3	1	1			
Heart conditions	0				1	1		2		
Miscellaneous/Other	3	3	4	3	5	5	12	7	5	6
Neurological	5	3	6	3	5	4	6	5	3	2
Operations and recovery	9	3	6	5	5	5	5	6	6	3
Other Muscular-Skeletal disorder	4	3	1	1	2	1	3	5	3	3
Pregnancy related	1	3	5	1	2	1		1	1	1
Stomach ailments	10	13	11	12	12	8	19	9	12	8
Stress/Depression	5	3	4	3	4	4	8	1	4	6
Swine Flu	0									
Self-Isolating - Coronavirus Diagnosed										
Self-Isolating - Coronavirus Symptoms - Undiagnosed										
Total	58	42	53	45	52	36	80	71	80	62

57

Reason	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Back and spinal disorders		1	3	4			1	1	4	1
Cancer Related	1									
Chest/Respiratory	3					1			2	2
Cold, influenza, viral infections	23	3	2	2	4	1	5	4	3	2
Disability Related	1	1	1	1	1	1	1	1	1	1
Ear, Eye, Nose and Mouth	2		1	1	1	1	2	4	1	1
Genito-urinary conditions					1	1	2	1	3	
Heart conditions										
Miscellaneous/Other	2	5		5	2	4	4	1	5	2
Neurological	2	4	5	3	8	2	6	6	2	3
Operations and recovery	3	2	1				2	3	3	3
Other Muscular-Skeletal disorder	3		1	1	3	2	3	6	5	2

Pregnancy related	2	1			2	1	2			
Stomach ailments	3	1	1	6	4	2	4	5	2	6
Stress/Depression		12	9	7	6	5	5	4	5	5
Swine Flu										
Self-Isolating - Coronavirus Diagnosed	1	1					2	3	5	1
Self-Isolating - Coronavirus Symptoms - Undiagnosed	30	22		1	1			4	1	
Total	76	53	24	31	33	21	39	43	42	29